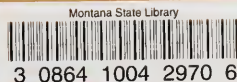


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VOL 5 #5



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# **ISD NEWS AND VIEWS**

A PUBLICATION OF THE INFORMATION CENTER BUREAU  
MONTANA DEPARTMENT OF ADMINISTRATION

## **INFORMATION SERVICES DIVISION**

MARCH, 1987 VOL. 5 NO. 5

### **ADMINISTRATOR MIKE TREVOR**

INFORMATION CENTER BUREAU CHIEF DAVE MARSHALL  
CENTRAL OPERATIONS BUREAU CHIEF PAUL RYLANDER  
TELECOMMUNICATIONS BUREAU CHIEF TONY HERBERT  
SYSTEMS DEVELOPMENT BUREAU CHIEF JEFF BRANDT

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## News

### Information Center Announces Micro Database Support

The Information Center Bureau has recently completed a micro database evaluation and is announcing support of the following two micro database packages:

R:base System V from Microrim	- full support
dBASE III+ from Ashton-Tate	- limited support

R:base System V is currently in use by about one-third of the state agencies in Helena. R:base was selected as the micro database which best satisfied the diverse needs of all state agencies. It is a powerful relational database package with an excellent application generator. Full support will include technical support and problem resolution, along with a full line of R:base classes.

dBASE III+ was not the top-rated database in our evaluation but, due to its established base in state government, the Information Center will offer limited support for end-users. This limited support will include technical support and problem resolution as time permits, and an entry level dBASE III+ class for end-users. The main support effort of the Information Center will be towards R:base rather than dBASE.

Questions regarding micro database support or the micro database evaluation can be directed to Randy Holm (444-2824) in the Information Center Bureau. See the training schedule in this newsletter for upcoming database classes.

### Microcomputer Term Contract Price Reductions and Changes

IBM has reduced prices of term contract items as follows:

Description	Model	Price
IBM XT with 20 mg hard disk and 512k RAM	5160-088	\$1755.00
IBM XT with 20 mg hard disk and 512k RAM and enhanced keyboard	5160-089	\$1755.00
IBM XT with 80286 processor and 640k RAM	5162-286	\$2240.00
IBM AT (single floppy) with 6 mhz clock and 256k memory	5170-068	\$2240.00

### Correction

All models of the Leading Edge personal computer are shipped with 512kb RAM, and MS DOS 3.1. The term contract price list was not changed to reflect these upgrades when they became available.

## **Laser Printer Requisitions - Deadline May 1st**

Please note that requisitions for laser printers need to be submitted to Purchasing Division before May 1st. Purchasing Division plans to issue one request for quotations for all laser printer requests. Therefore, if your agency has identified a need for a laser printer, please review the marketplace and attempt to specify the brands and models you prefer.

## **DYL260 Release 9.0**

A new release of DYL260 has been installed on the mainframe computer. It includes minor technical revisions to its compiler, access to divide function remainder, and the ability to print, store and manipulate much bigger numbers than previous versions. For example: 9,999,999,999,999,999,999,999.999999999 can be printed.

Updates to the DYL260 Reference and Report Writer Manuals will be duplicated upon request for \$2 each. Call Gary Wulf at 444-2555 for questions or updates.

## **Multi-Column Labels in WordPerfect**

The WordPerfect manual gives inaccurate information for setting up multi-column labels. If you need help setting them up, please call Gale Kramlick in the Information Center at 444-2974.

## **WordPerfect 4.2 Index Addendum**

A WordPerfect 4.2 Index Addendum is available free of charge through the Information Center. This addendum lists all of the 4.2 features and their page reference. Persons interested in obtaining a copy should contact Gale Kramlick at 444-2974. Our thanks to Gregg Wheeler of the Legislative Council for designing the addendum and graciously giving us a copy for distribution.

## **Personal Services/PC 1.2**

**REMINDER:** Upgrades to Version 1.2 of Personal Services are only available until March 31, 1987.

The upgrade charge is \$35.00. If you do not order the upgrade before March 31 and then decide to upgrade, you must purchase a new package of PS/PC for \$275.

For a copy of the program announcement, which details the enhancements, or an order form, please call Jeanette or Mel at 444-2858.

A product order form must be filled out and mailed to IBM with a check or money order (no purchase orders accepted). When ordering you must also enclose the Certificate of Ownership which is the front cover of PS/PC manual.

#### DISOSS Hours

DISOSS, software that controls Personal Services/PC and runs on the mainframe, is scheduled to be available Monday through Saturday from 6:00 am to 10:00 pm.

If you plan on using Personal Services/PC on the weekend, please call the Text Unit at 444-2858 and check to make sure system downtime for maintenance is not scheduled.

During normal DISOSS production hours, if you detect any problems, please call 444-2858 for assistance.

#### Document Distribution using Personal Services/PC

Documents should be distributed RFT (revisable form text) as long as they are in the review/revise stages. Once a document is complete, it can be converted to FFT (final form text) and distributed.

Any necessary corrections to an FFT document should be made to the originating RFT document for reliable results. For example: Displaywrite3 (DW3) - Converting an FFT document to DW3, revising and then converting back to FFT yields viewing errors in PS/PC after it is distributed a second time. WordPerfect - WordPerfect 4.2 now allows for converting documents to an FFT format. However, it does not allow for converting FFT documents back to a WordPerfect format.



Current list of Electronic Mail (DISOSS) users.

<u>Dept/Division</u>	<u>User ID</u>	<u>Address</u>	<u>User Name</u>	<u>Word Processing</u>
Admin/Accounting	ADACAD01	DSVHOST	Kathy Fabiano	WordPerfect
Admin/Arch&Engr.	ADAEAD01	DSVHOST	Tom O'Connell	Displaywrite3
" "	ADAEAD02	DSVHOST	Jean Christofferson	Displaywrite3
Admin/Central Serv	ADCSBA01	DSVHOST	Karen Munro	WordPerfect
" "	ADCSBA02	DSVHOST	Earl Zuelke	WordPerfect
" "	ADCSP001	DSVHOST	Jim Nys	WordPerfect
Admin/Director	ADDODR01	DSVHOST	Ellen Feaver	Displaywrite3
" "	ADDODR02	DSVHOST	Dave Ashley	Displaywrite3
" "	ADDODR04	DSVHOST	Marv Eicholtz	Displaywrite3
" "	ADDODR05	DSVHOST	Nan LeFebvre	Displaywriter
Admin/General Serv	ADGSAD01	DSVHOST	Deane Blanton	Displaywrite3
" "	ADGSAD02	DSVHOST	Sue Campbell	Displaywrite3
Admin/Info Serv	ADISAD01	DSVHOST	Mike Trevor	WordPerfect
" "	ADISAD02	DSVHOST	Sharon Gosnell	WordPerfect
" "	ADISAD03	DSVHOST	Jim Christnacht	WordPerfect
" "	ADISAD04	DSVHOST	Linda Cuchine	WordPerfect
" "	ADISIC01	DSVHOST	Dave Marshall	WordPerfect
" "	ADISIC02	DSVHOST	Pat Emineth	Displaywrite3
" "	ADISIC08	DSVHOST	Teri Lundberg	WordPerfect
" "	ADISIC09	DSVHOST	Jeanette Rushford	WP and DW3
" "	ADISIC10	DSVHOST	Mel Liston	WP and DW3
" "	ADISIC11	DSVHOST	Sandi Coyle	WP and DW3
" "	ADISIC90	DSVHOST	Text Unit	WP and DW3
" "	CZ0055	DSVHOST	Colin Jenkins	WordPerfect
" "	ADISRM01	DSVHOST	Amy Palmer	WordPerfect
" "	ADISRM02	DSVHOST	Mary Olson	WordPerfect
" "	ADISRM03	DSVHOST	Al Tompkins	WordPerfect
Admin/Info Serv/SDB	ADISSD01	DSVHOST	Jeff Brandt	WordPerfect
" "	ADISSD90	DSVHOST	Lois Lebahn	WordPerfect
" "	ADISSD02	DSVHOST	Sharon Ranstrom	WordPerfect
Admin/Info Serv/Tele	ADISTC01	DSVHOST	Tony Herbert	WordPerfect
" "	ADISTC02	DSVHOST	Dennis Sheline	WordPerfect
" "	ADISTC03	DSVHOST	Carl Hotvedt	WordPerfect
" "	ADISTC90	DSVHOST	Phyllis Ballenger	WordPerfect
Admin/Prsnl/Director	ADPDAD01	DSVHOST	Laurie Ekanger	Displaywrite3
" "	ADPDAD02	DSVHOST	Ginny Kalchbrenner	Displaywrite3
Admin/Prsnl/Classif	ADPDCB01	DSVHOST	John McEwen	WordPerfect
Admin/Prsnl/Empl Rel	ADPDER01	DSVHOST	Mark Cress	Displaywrite3
Admin/Prsnl/Lab Rel	ADPDLR01	DSVHOST	Rodney Sunsted	WordPerfect
Admin/Prsnl/Word Proc	ADPDWP01	DSVHOST	Bev Pickett	Displaywriter
Admin/Purchasing	ADPUAD01	DSVHOST	Mike Muszkiewicz	Displaywrite3
Admin/Tort Claims	ADTCAD01	DSVHOST	John Maynard	Displaywrite3
Governor's/OBPP	GOOBPP01	DSVHOST	Terry Johnson	WordPerfect
Highways/Billings	HWBLGS	DSVHOST	Billings District	Displaywriter
" /Butte	HWBUTTE	DSVHOST	Butte District	"
" /GT. Falls	HWGFALL	DSVHOST	Great Falls District	"
" /Missoula	HWMSLA	DSVHOST	Missoula District	"
" /Glendive	HWGLNDV	DSVHOST	Glendive District	"
" /Helena	HWHLNA1	DSVHOST	Helena Headquarters	"
" "	HWHLNA2	DSVHOST	Helena Headquarters	"
" "	HWTHIRD	DSVHOST	Environmental Unit	WordPerfect
Revenue/Director	REDO080	LOCNAA	Debbie Hanna	DOSF
Revenue/Data Process	REDP051	LOCNAA	Sharon Beaver	DOSF
" "	REDP061	LOCNAA	Mike Zahn	DOSF
" "	REDPOP01	DSVHOST	Bill Gilleland	WordPerfect
" "	REDPOP02	DSVHOST	Mark Johnson	WordPerfect

## Training

### Free Seminars

The following short seminars are free. Seating is limited so call Wendy at 444-2856 to sign-up.

March 20, 1987                      Magnetic Tape Processing Considerations  
1:30 p.m. to 3:30 p.m.

TMS (Tape Management System) Implications  
Special JCL Coding (external tapes, bypassing labels,  
etc.)  
Tape Storage costs, archiving, and vault rotation  
patterns.

April 6, 1987                      Spool Display and Search Facility (SDSF)  
8:30 a.m. to 10:30 a.m.

Learn how to use SDSF to:  
Monitor job progress  
Examine job output before it is printed  
Purge unwanted output before it is printed  
Check job queues in order to estimate when a job  
will be done.

1:30 p.m. to 3:30 p.m.      Basic Computer Concepts

The parts of a computer system and how they  
interact.  
Basic operation of a digital computer.  
Data Processing terminology

\*\*\*\*\*  
 \* UPCOMING CLASSES \*  
 \*\*\*\*\*

**State Data Network Classes**

- Mar 20 (p.m.) Magnetic Tape Processing Considerations (free)
- Apr 6 (a.m.) Using SDSF (free)
- Apr 6 (p.m.) Basic Computer Concepts (free)
- Apr 17 Basic Terminal Skills
- Apr 21 (p.m.) Personal Services/PC
- Apr 23 (p.m.) Personal Manager
- May 11-15 Introduction to JCL

**Microcomputer Classes**

- Mar 9 Beginning Microcomputer Skills
- Mar 11-12 Introduction to Lotus 1-2-3 (maximum enrolled)
- Mar 16 Intermediate DOS
- Mar 19-20 Introduction to WordPerfect
- Mar 23-24 Advanced Features of WordPerfect
- Mar 25-26 Advanced Features of Lotus 1-2-3
- Mar 30-31 Introduction to Lotus 1-2-3
- Apr 7, 8 Beginning Microcomputer Skills
- Apr 9 Crosstalk XVI
- Apr 10 Introduction to Displaywrite3
- Apr 13 Micro Database Concepts and Design
- Apr 20-21 Introduction to WordPerfect
- Apr 22-23 Introduction to Lotus 1-2-3
- Apr 24 Spreadsheet Design and Documentation
- May 6 Fundamentals of DOS
- May 28-29 Beginning R:Base System V



## TRAINING SCHEDULE

### STATE DATA NETWORK CLASSES

**USING PERSONAL SERVICES/PC (PS/PC):** presented by Jeanette Rushford and Mel Liston of the Information Center

**DATE:** April 21, 1987  
**TIME:** 1:00 pm to 4:30 pm  
**PLACE:** Room 25, Mitchell Building  
**COST:** \$35.00  
**LIMIT:** 10  
**PREREQUISITE:** Beginning Microcomputer Skills and experience with either WordPerfect or Displaywrite3

PS/PC allows you to electronically send and receive messages or files. A document created by either WordPerfect or Displaywrite3 can be distributed to any other person also using PS/PC by going through DISOSS on the state's mainframe. To use PS/PC you must have the Personal Services/PC software, the IBM PC 3270 Emulation Program and adapter, and a coaxial cable or phone line connecting your PC to the mainframe.

**PERSONAL MANAGER (PM):** presented by Teri Lundberg of the Information Center

**DATE:** April 23, 1987  
**TIME:** 1:30 pm to 3:30 pm  
**PLACE:** Room 25, Mitchell Building  
**COST:** \$25.00  
**LIMIT:** 10  
**PREREQUISITE:** Beginning Microcomputer Skills or Basic Terminal Skills

Personal Manager is a calendaring product available to anyone who can establish a session with the mainframe. It is used for scheduling meetings (for yourself and others), reserving resources like conference rooms and even taking telephone messages.

**BASIC TERMINAL SKILLS:** presented by Wendy Wheeler of the Information Center

**DATE:** April 17, 1987  
**TIME:** 8:30 a.m. to 4:00 p.m.  
**PLACE:** Room 25, Mitchell Building  
**COST:** \$50.00  
**LIMIT:** 8  
**PREREQUISITE:** 3270nd (interactive class on terminal operation)

BASIC TERMINAL SKILLS is a hands-on workshop to provide experience using computer terminals and the SPF editor. The SPF editor is an easy-to-learn menu used to enter data and programs into the State of Montana central computer system. Entering data, changing data and submitting programs for execution are covered in detail. Also covered are SPF's utility functions and how to track job output.

This course is essential for state government personnel using terminals tied into the State of Montana central computer. This course is a prerequisite for many other ISD classes.

**INTRODUCTION TO JCL:** presented by Randy Holm and Gary Wulf of the Information Center

**DATE:** May 11 - May 15, 1987  
**TIME:** 8:30 am to 4:00 pm each day  
**PLACE:** Room 25, Mitchell Building  
**COST:** \$150.00  
**LIMIT:** 8  
**PREREQUISITE:** Basic Terminal Skills (ISD12)

This course is designed for programmers, I/O controllers, operations technicians or users of report-writing software who submit jobs on ISD's system.

This course will cover:  
Syntax and coding of IBM Job Control Language (JCL)  
MVS operating system  
How to handle datasets and device assignments  
Some of the IBM utilities  
Troubleshooting and interpreting system messages  
Hands-on experience writing and executing JCL

## MICROCOMPUTER CLASSES

**BEGINNING MICROCOMPUTER** SKILLS: presented by the staff of the Information Center

**DATE:** (one day only) March 9, 1987  
April 7, 1987  
April 8, 1987  
**TIME:** 8:15 a.m. to 4:30 p.m.  
**PLACE:** Room 25, Mitchell Building  
**COST:** \$50.00  
**LIMIT:** 10  
**PREREQUISITE:** None

This course will give participants brief hands-on experience with microcomputers. Topics to be covered:

- The machine
- The operating system
- Word processing
- Spreadsheets and graphics
- File management
- Communications

All class time will be spent using microcomputers and software. The participant will learn what microcomputers can do and how to approach them with a positive attitude. This course or its equivalent is a prerequisite for other microcomputer courses.

> > \* \* \* NEW CLASS \* \* \* < <

**INTERMEDIATE DOS:** presented by Brett McAlister of the Information Center

**DATE:** March 16, 1987  
**TIME:** 8:30 am to 4:30 pm  
**PLACE:** Room 25, Mitchell Building  
**COST:** \$50.00  
**LIMIT:** 10  
**PREREQUISITE:** Fundamentals of DOS or appropriate experience

This class is designed to follow the Information Center's "Fundamentals of DOS" class. It is not designed for programmers and does not intend to teach all the advanced features of the operating system. The topics that are covered in "Intermediate DOS" are:

ATTRIB	MODE
DISKCOMP	SELECT
REPLACE	SET
JOIN	XCOPY
LABEL	

Other features of the Disk Operating System that will be discussed are:

Filters (FIND, MORE)

Batch File Creation (EDLIN, Batch file commands)

If you have any questions, please contact Brett McAlister at 444-2044.

**FUNDAMENTALS OF DOS:** presented by Brett McAlister of the Information Center

**DATE:** May 6, 1987

**TIME:** 8:30 am to 4:30 pm

**PLACE:** Room 25, Mitchell Building

**COST:** \$75.00

**LIMIT:** 10

**PREREQUISITE:** Beginning Micro Skills and/or 3 months micro experience

FUNDAMENTALS OF DOS is intended for microcomputer users who need to know more about controlling their microcomputer through its operating system. Programming experience is NOT required.

Topics to be covered include:

What is DOS? Why is it necessary to know about it?

DOS names for peripherals

File naming

Special files like CONFIG.SYS

Internal commands - DIR, ERASE, RENAME, TYPE, COPY and their variations

External commands - FORMAT, SYS, DISKCOPY, CHKDSK, MODE

How to interpret batch files

Backup procedures

=====

## WORD PROCESSING CLASSES

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**INTRODUCTION TO WORDPERFECT:** presented by Melanie Liston or Gale Kramlick of the Information Center

**DATE:** March 19 and 20, 1987

\* or \* April 20 and 21, 1987

**TIME:** 8:30 am to 3:30 pm on first day

8:30 am to noon on second day

**PLACE:** Room 25, Mitchell Building

**COST:** \$75.00

**LIMIT:** 10

**PREREQUISITE:** Beginning Microcomputer Skills

This course is intended for anyone interested in learning the basics of WordPerfect. This class will concentrate on text creation, use of function keys, editing, formatting, printing, filing, and retrieving documents. Merging documents, macro creation, block functions and use of the spell checker are also covered.

**ADVANCED FEATURES OF WORDPERFECT:** presented by Gale Kramlick of the Information Center

**DATE:** March 23 and March 24, 1987  
**TIME:** 8:30 am to 3:00 pm on the first day  
8:30 am to 12:00 noon on the second day  
**PLACE:** Room 25, Mitchell Building  
**COST:** \$75.00  
**LIMIT:** 10  
**PREREQUISITE:** Beginning Microcomputer Skills and Introduction to WordPerfect

For those already using WordPerfect, the advanced class will cover headers, footers, footnotes, page numbering and column generation. WordPerfect's math functions, sorting capabilities and dual document editing are also covered.

**INTRODUCTION TO DISPLAYWRITE 3:** presented by Gale Kramlick of the Information Center

**DATE:** April 10, 1987  
**TIME:** 8:30 am to 4:30 pm  
**PLACE:** Room 25, Mitchell Building  
**COST:** \$50.00  
**LIMIT:** 10  
**PREREQUISITE:** Beginning Microcomputer Skills or equivalent

Displaywrite 3 is IBM's microcomputer word processing package. This course will introduce the professional to DW3's comprehensive menu structure, cover the basics of creating, revising, paginating and printing documents.

=====

SPREADSHEET CLASSES

=====

**INTRODUCTION TO LOTUS 1-2-3:** presented by Wendy Wheeler or Brett McAlister of the Information Center

**DATE:** March 30 and March 31, 1987  
                  \* or \* April 22 and April 23, 1987  
**TIME:** 8:30 am to 3:30 pm on the first day  
          8:30 am to 12:00 noon the second day  
**PLACE:** Room 25, Mitchell Building  
**COST:** \$75.00  
**LIMIT:** 10  
**PREREQUISITE:** Beginning Microcomputer Skills

This course is designed for anyone with little or no previous 1-2-3 or microcomputing experience.

INTRODUCTION TO LOTUS 1-2-3 will concentrate on 1-2-3 spreadsheet creation and editing. Building formulas, using functions, formatting information, the 1-2-3 command structure and the creation of graphics is covered. Printing spreadsheets and graphs is also included. The more advanced features such as macro programming and database commands are covered in other classes.

Class format consists of lecture and hands-on practice followed by lab time on actual agency spreadsheets for further experience.

**SPREADSHEET DESIGN AND DOCUMENTATION:** presented by Ron Heilman of the Information Center

**DATE:** April 24, 1987  
**TIME:** 8:30 am to 4:30 pm  
**PLACE:** Room 25, Mitchell Building  
**COST:** \$50.00  
**LIMIT:** 10  
**PREREQUISITE:** Introduction to Lotus 1-2-3

This class will emphasize the importance, effectiveness and the organizational benefits of good spreadsheet design and documentation. The Lotus 1-2-3 spreadsheet program will be used to demonstrate good and bad techniques. Some methods to track down common mistakes and logic problems will be covered.

Students should have previous spreadsheet experience. A general knowledge spreadsheet applications and concepts is required. Minimum requirements can be met by completing the "Introduction to Lotus 1-2-3" class.



Students are not required to be 1-2-3 users, however, if this is the case, or if you are not sure if you meet the minimum requirements, please call Ron at 444-2924.

=====

COMMUNICATIONS CLASS

=====

**CROSSTALK XVI:** presented by Ron Heilman of the Information Center

**DATE:** April 9, 1987  
**TIME:** 8:30 a.m. to 4:30 p.m.  
**PLACE:** Room 25, Mitchell Building  
**COST:** \$50.00  
**LIMIT:** 10  
**PREREQUISITE:** Beginning Microcomputer Skills

Crosstalk XVI is a microcomputer communications software package. This course is designed to familiarize the user with asynchronous communications using a microcomputer and this software. It explores what can and cannot be done and how it is done. It will also teach the user how to use and configure Crosstalk XVI for communicating with remote computers. Most features of Crosstalk XVI (with the major exception of the script file command language) will be covered.

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DATABASE CLASSES

=====

> > \* \* \* NEW CLASS \* \* \* < <

**MICRO DATABASE CONCEPTS AND DESIGN:** presented by Randy Holm of the Information Center

**DATE:** April 13, 1987  
**TIME:** 8:30 am to 4:30 pm  
**PLACE:** Room 25, Mitchell Building  
**COST:** \$50.00  
**LIMIT:** 10  
**PREREQUISITE:** Beginning Microcomputer Skills

This class is designed to give participants a primary understanding of what a relational database is and how it compares to other products like Lotus 1-2-3 and PFS:Professional File. The class teaches database design techniques and is a prerequisite for other database classes offered by the Information Center.

> > \* \* \* NEW CLASS \* \* \* < <

**BEGINNING R:BASE SYSTEM V:** presented by Randy Holm of the Information Center

**DATE:** May 28 and May 29, 1987  
**TIME:** 8:30 am to 4:30 pm each day  
**PLACE:** Room 25, Mitchell Building  
**COST:** \$100.00  
**LIMIT:** 10  
**PREREQUISITE:** Beginning Microcomputer Skills and Micro Database Concepts and Design

This class will give participants hands-on experience creating a database and developing a simple application with R:Base System V. The application will include database updates, queries, and simple forms and reports generation. "Prompt by Example" and "Express" will be used.

=====

COMPUTER BASED TRAINING

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The following tutorials are available in the Computer Based Training Lab located in Room 24 of the Mitchell Building. The tutorials are either diskette or video-based. All are designed for individual study and self-pacing. Tutorials available in the CBT lab include:

- Using Displaywrite 3
- Disk Operating System (DOS)
- Intro to Lotus 1-2-3
- Macro Programming & Advanced Lotus 1-2-3
- Typing Instructor
- Teach Yourself WordPerfect

Call the Information Center at 444-2856 to reserve time.

FULL CLASS FEE WILL BE BILLED TO THE REGISTRANT UNLESS CANCELLATIONS ARE MADE **THREE DAYS** BEFORE THE DATE FOR EACH CLASS.

ISD ENROLLMENT APPLICATION  
(FOR ALL COURSES)

PLEASE COMPLETE THE FOLLOWING APPLICATION AND RETURN  
TO INFORMATION SERVICES DIVISION

COURSE: \_\_\_\_\_

DATE: \_\_\_\_\_

STUDENT: \_\_\_\_\_

AGENCY/DIVISION: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_

PHONE: \_\_\_\_\_

ISD BILLING NUMBER: \_\_\_\_\_

SOC SEC NO (FOR P/P/P): \_\_\_\_\_

AUTHORIZED SIGNATURE: \_\_\_\_\_

HAVE YOU MET THE PREREQUISITES FOR THIS COURSE? PLEASE  
EXPLAIN GIVING JOB EXPERIENCE OR CLASS WHEN APPLICABLE

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\*\*\*\*\*  
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\*\*\*\*\*

ARTMENT OF ADMINISTRATION  
FORMATION SERVICES DIVISION  
FORMATION CENTER BUREAU  
24, MITCHELL BLDG  
ENA, MT 59620